



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Wellness Center Attendant
Department:	Health
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Manager
Date Prepared:	7/25/2018

GENERAL DESCRIPTION:

The Wellness Center Attendant monitors Wellness Center activities and provides instruction to clients on the use of Wellness Center equipment, and maintains the Wellness Center area.

DUTIES AND RESPONSIBILITIES;

Accepts membership payments for Accounting Department processing (both shifts)

Processes membership applications

Makes ID Cards for members

Maintains membership list on computer

Provides Monthly Reports to Supervisor to present to Tribal Council

Does daily laundering of towels (night attendant)
Cleans all exercise equipment (both shifts)
Reconciles Petty Cash with receipts
Assures members use equipment properly. (Both Shifts)
Cleans and mops bathrooms daily
Other duties as assigned by Supervisor

QUALIFICATIONS:

High School Diploma or GED
Requires a high level of personal integrity and ethics
Requires a moderate level of problem solving skills
Requires willingness and ability to learn new skills, including travel to conferences and training sessions.
Requires ability to use Microsoft Office Suite programs.
Requires familiarity with exercise equipment
Must be certified to perform CPR or must will to obtain CPR certification
Must be able to lift at least 40 lbs.
Requires good interpersonal communication and teamwork skills.
Must have own transportation and clean driving record - may be required to drive GSA vehicle or tribal vehicle to meeting or training.

CLOSING DATE: COB 8/2/2018

TO APPLY: Please email resume or application to jexendine@delawaretribe.org or fax to 918-337-6591 or mail to 5100 Tuxedo Blvd, Bartlesville OK 74006, with subject line of **Wellness Center Attendant.**

Delaware Tribal/Native American preference will be observed.